Tips to Avoid Zoom “Bombers”
How to take charge of your Zoom meeting and avoid gate crashers

Zoom Meeting or Zoom Webinar?
UC ANR has just a few Zoom Webinar accounts. Zoom Meeting is good for most webinar and meeting needs.

Number of participants: Meeting can host up to 300 attendees. Webinar can take up to 1,000.

What’s the difference? Webinar has essentially the same options as Meeting. The differences? Webinar has a Q&A option and is a view-only platform (meaning the attendees only see hosts or panelists and cannot see each other and the Host cannot see the attendees).

How to Avoid Zoom Bombers
When hosting a meeting, take the following security steps by changing the settings for your Zoom account (easy access from your ANR Portal):
1. Limit sharing by others by selecting “Host only” under “Screen sharing > Who can share.” This prevents people from taking over the screen. Promote attendees to co-hosts in the meeting to allow them to share their screens.
2. Consider a password to join the meeting.
3. Turn off option to allow “file transfers” so no one can send files through the chat.
4. Use the “co-hosts” option once speakers join the meeting. Zoom only allows one host! With the above sharing limit (#1), co-hosts can then share their screen.
5. Use “alternate” host with care. People identified as alternative “hosts” in your settings are not able to join a meeting with their email once the host has started the meeting.
6. Change other options under settings: There are a lot of options so practice before your meeting to see the effect of a setting change. A few common options are below:
   - "Mute participants upon entry"
   - “Play sound when participants join or leave”

When Using "Schedule a meeting"
1. Use the “Registration” option by indicating it is “required.”
2. Choose to “Generate Automatically” a meeting ID (i.e., don’t use your personal meeting ID).
3. Use “Require Meeting password” and do not embed the password in the meeting invite.

During the Meeting
Click on participants and under “more” you have a range of mute options, e.g., whether participants can unmute themselves or not or to promote others to co-hosts for screen sharing.

More on Zoom Training
https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions
https://blog.zoom.us/wordpress/2020/03/20/keep-the-party-crashers-from-crashing-your-zoom-event/